

Welcome

MontCAS

Montana Comprehensive Assessment System

Smarter 2016

Getting Started: Review of Steps

February 24, 2016

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Office of Public Instruction
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opi.mt.gov

Agenda

- Updates
- Review Steps
- Review TIDE Tips
- TIDE roles
 - Adding/deleting/changing
 - Always do the adding first
- Practice Tests
 - Not proctored
 - Proctored
- Rosters

Updates

- MontCAS Webinar Schedules
 - Tuesdays: ELP and MSAA
 - Wednesdays: Smarter and CRT and CRT-Alt
 - Thursdays: ACT
- Smarter Timing Table
 - Estimates
 - Untimed tests
 - Grade 11 optional in addition to ACT

| Test Type | Grades | CAT | Perf Task Only | Total |
|--------------------------------|--------|------|----------------|-------|
| English Language Arts/Literacy | 3-5 | 1:30 | 2:00 | 3:30 |
| | 6-8 | 1:30 | 2:00 | 3:30 |
| | 11 | 2:00 | 2:00 | 4:00 |
| Mathematics | 3-5 | 1:30 | 1:00 | 2:30 |
| | 6-8 | 2:00 | 1:00 | 3:00 |
| | 11 | 2:00 | 1:30 | 3:30 |
| COMBINED | 3-5 | 3:00 | 3:00 | 6:00 |
| | 6-8 | 3:30 | 3:00 | 6:30 |
| | 11 | 4:00 | 3:30 | 7:30 |

http://opi.mt.gov/PDF/Assessment/SMART/2016_Smarter_QuickTips_SchedulingTable.pdf

- Braille: Will be paper/pencil or read aloud. Please contact Angie by March 4 if you will need a Braille paper/pencil test. She will need to know grades. And please do not send names or student information by email or leave on VM.

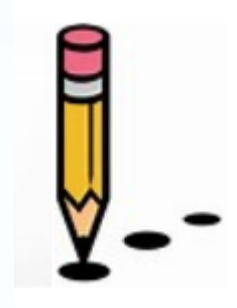
Steps

1. Student registration (not rosters): Through AIM including bi weekly updates.
 - Keep AIM updated, including ALT eligibility changes.
 - **Do not** try to make changes in TIDE
2. Download 2016 Secure Browsers
 - Install technology and check devices including sound checks
3. System administrators and coordinators and school coordinators assign roles in TIDE
4. Determine tools, supports, and accommodations for students (settings is the term)—enter them in TIDE
5. Use training and practice tests to familiarize students with online settings.
6. Training—TA training notebook



http://opi.mt.gov/PDF/Assessment/SMART/Smarter_TATraining_Notebook.pdf

TIDE TIPS



- TA Certification—not required/do not complete. It will default in TIDE as N.
- An account (person) can have roles in more than one school.
- TIDE Roles: *DA— System (District) Administrator; DC—System (District) Coordinator; SC—School Test Coordinator; TE—Teacher, TA—Test Administrator
 - DA and DC – all system and school roles
 - SC – all school roles
 - TE – TE and TA school roles
 - TA – TA school role
- Only DA, DC, SC can edit, add, delete users and roles.
- Most roles include TA, but TA does not necessarily have other roles

Table of TIDE Roles

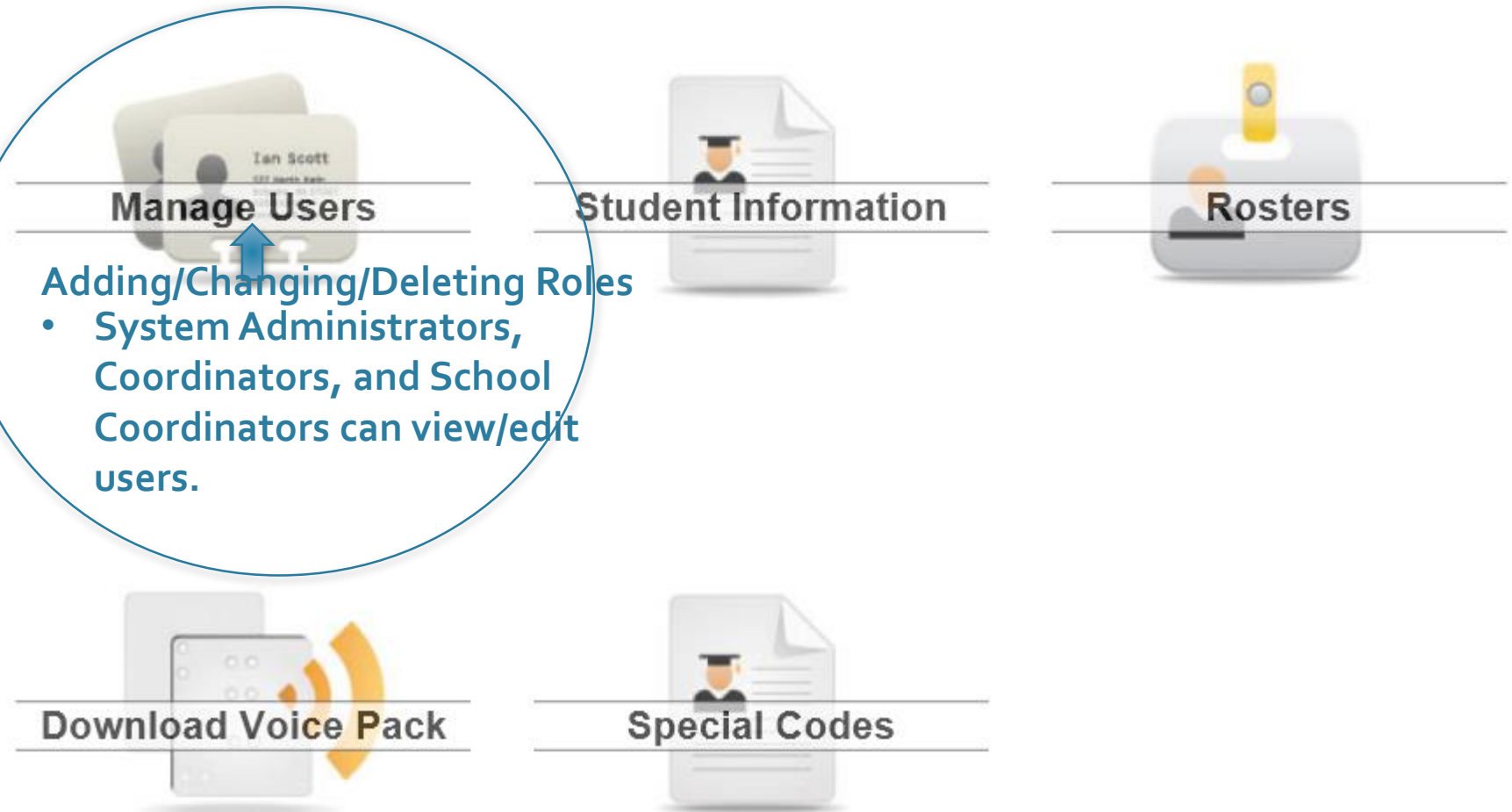
- Revised February 24, 2016

http://www.opi.mt.gov/pdf/Assessment/SMART/16TIDEUserRoles_AccessTable.pdf

| Task or Site | DA* | DC* | SC* | TE* | TA* |
|---|-----|-----|-----|-----|-----|
| Access to Test Information Distribution Engine (TIDE) Features and Tasks | | | | | |
| Working with Student Information | | | | | |
| Retrieving Student Records | ✓ | ✓ | ✓ | ✓ | ✓ |
| Viewing Students Information | ✓ | ✓ | ✓ | ✓ | |
| Viewing/Editing Student Test Settings in TIDE | ✓ | ✓ | ✓ | ✓ | |

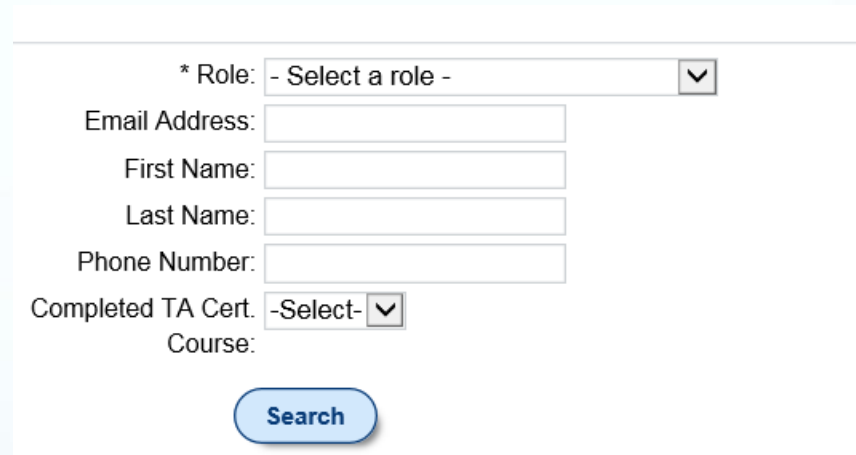


Viewing/Adding/Changing/Deleting Roles



To View Users in System or School

- Click on DA, DC for system, SC for school
- Select system or school



A search form for finding users. It includes a dropdown menu for role selection, followed by input fields for email address, first name, last name, and phone number. There is also a dropdown for 'Completed TA Cert.' and a 'Course' label. A blue 'Search' button is at the bottom.

* Role: - Select a role -

Email Address:

First Name:

Last Name:

Phone Number:

Completed TA Cert. -Select-

Course:

- Lists users and roles


| | View | Role | District | School | Email Address |
|--|------|------|----------|--------|---------------|

To Delete a User or a User's Role


- Stay in View/Edit Users
- Check the boxes, click delete

Total Number of Users: 3

Note: TIDE retrieves up to 10000 records. If your criteria are too general, some matching users may not appear.

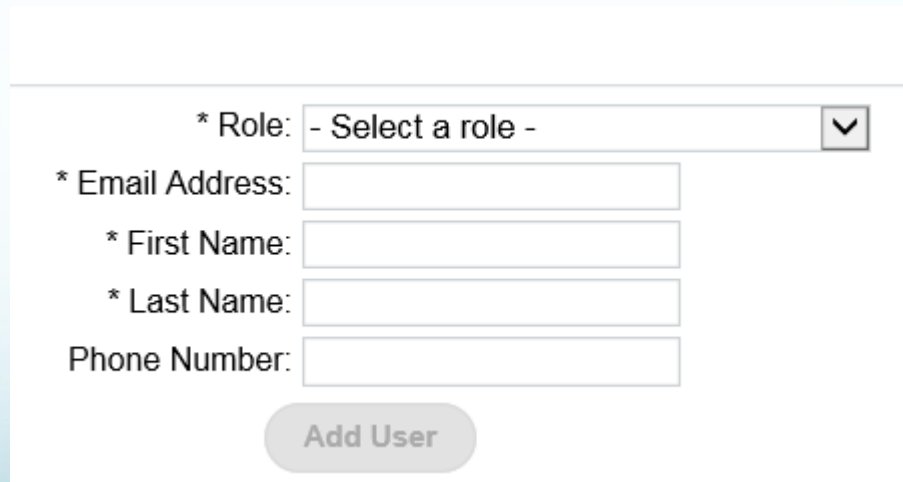


| <input type="checkbox"/> | View | Role | District | School | Email Address | First Name | Last Name | Phone Number | Completed TA Cert. Course |
|-------------------------------------|------|------|-----------------------|--------|--------------------------------------|------------|-----------|--------------|---------------------------|
| <input type="checkbox"/> | View | DC | XXXXXXXXXXXXX | | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | N |
| <input checked="" type="checkbox"/> | View | SC | XXXXXXXXXXXXXXXXXXXXX | | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | N |
| <input checked="" type="checkbox"/> | View | SC | XXXXXXXXXXXXXXXXXXXXX | | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | N |



To Add a User or Change a Role to System or School

- If use is not in view/edit, click Add Users

A screenshot of a user addition form. It contains the following fields: a dropdown menu for '* Role:' with the text '- Select a role -' and a downward arrow; a text input field for '* Email Address:'; a text input field for '* First Name:'; a text input field for '* Last Name:'; and a text input field for 'Phone Number:'. Below these fields is a grey button labeled 'Add User'.

Uploading Roles to TIDE

- Template

| ✕ ✓ fx | | | | | | | | |
|-------------|-----------|-----------|--------------|-------------|-------------|------|--------|--|
| A | B | C | D | E | F | G | H | |
| District ID | School ID | FirstName | LastorSurnar | ElectronicM | TelephoneNu | Role | Action | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

- Recommend add and delete as two separate uploads in two separate files.
 - Actions are add or delete.
 - Do add first
- Possible errors when clicking and dragging to pull information (fill) into more boxes.
 - Excel will try to do a +1 on any numbers in the cell and thus change the system code
 - Best to do a straight copy/paste

TIDE

Settings/Accommodations

Smarter Accommodations Webinar

- March 2, 3:30 pm
 - Login: <http://app.keysurvey.com/f/1020322/2fcf/>
 - Focus: Smarter accommodations and settings and TIDE
- TIPS
 - Preplanning for each student Usability Guidelines and/or ISAAP tool for preplanning
 - NOTE: The Smarter ISAAP tool is for planning only; it cannot be used for uploading data into TIDE.

Non-Proctored Practice and Training Tests

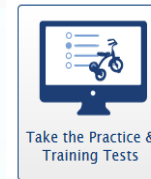
Practice: Opportunity for students to become familiar with item types.

Training: Opportunity for students to become familiar with settings.

Smarter Link: <https://practice.smarterbalanced.org/student/> OR

Measured Progress: <https://mtsmarter.measuredprogress.org/portal/>

- Click 2015-16 Administration
- Click Practice and Training Tests
- Click Take the Practice and Training Tests



No need to sign in, already a guest.

- Click sign in.
- Choose grade, click yes
- Choose grade and content
- Choose settings
- Start my test
- Answer keys

<http://www.smarterbalanced.org/practice-test-resources-and-documentation/#scoring>

Proctored Practice and Training Tests

Opportunity for test administrators and students to practice on the platform that will be used for the test.

- Students need
 - Their first name and SSID as they appear in TIDE
 - The Session ID created through the TA Practice and Training Application
- Any student settings and accommodations the students have in TIDE will be applied.

Launching the Proctored Practice and Training Tests

- <https://mtsmarter.measuredprogress.org/portal/>

- Click

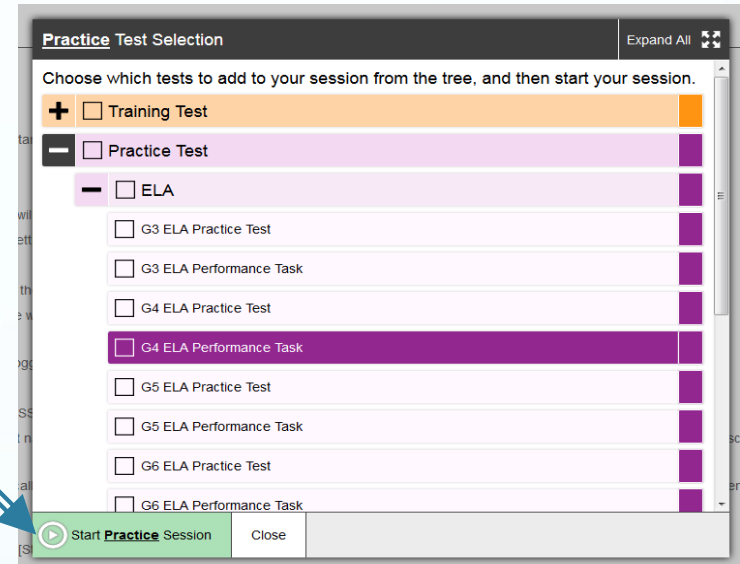


Test
Administrators



- Log in with your user name and password
- Click Select Tests in upper right corner

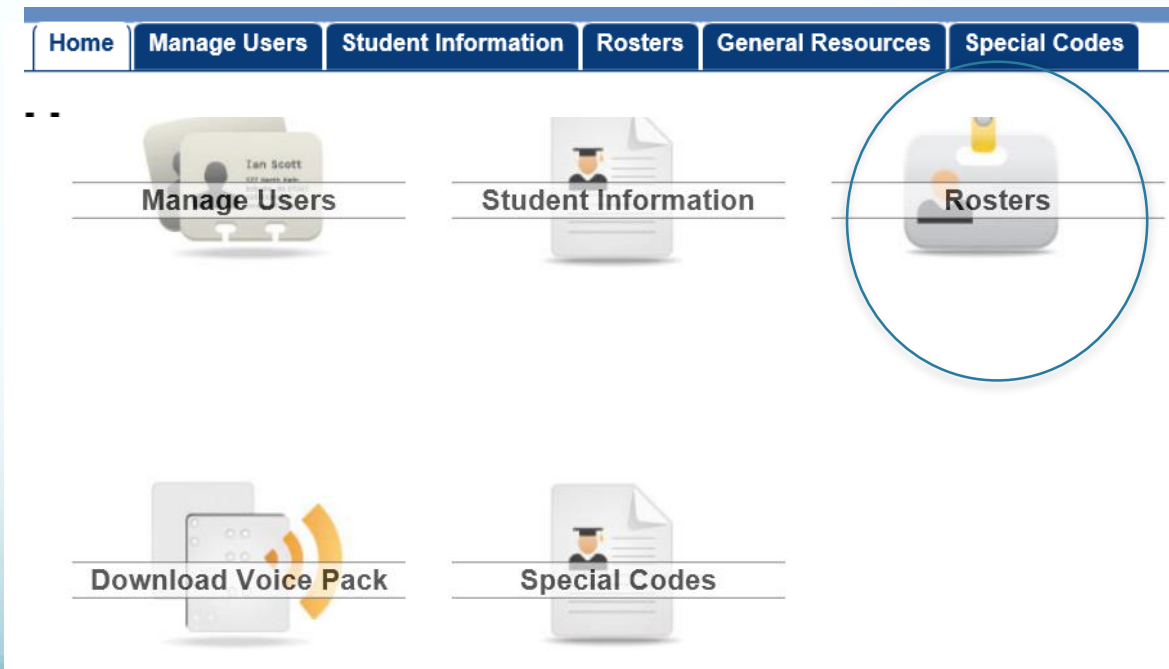
- Select practice/training tests to administer.
 - You may select from either or both content areas, as many as you wish. You can select grades by pressing on the “+” next to the Test Content.



- Click “Start Practice Session”
- Post Practice Session ID for your students
- Answer KEYS for proctored tests are located in the Portal under "Resources", then "Smarter Balanced Information", then "Summative Assessment"

Rosters

- For student reports/results
- For participation reports
- Can make rosters at any point in time, even after reports/results.



MT Smarter Balanced Support

- <https://mtsmarter.measuredprogress.org/portal/> is home for all online Smarter Balanced assessment administration information.
- For questions regarding the online testing system, please contact:
 - MT Help Desk at 888-792-2741 or
 - montanahelpdesk@measuredprogress.org.

MontCAS Contacts

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